

ECONOMIC DEVELOPMENT DIRECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and administer the activities and operations of the Economic Development Division; and to provide responsible and complex administrative support to the City Manager's Office. This position is a deputy department head who cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide the Division's services to internal and external customers.

Supervision Received and Exercised:

Receives general direction from the City Manager or Assistant City Manager.

Exercises administrative supervision over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Insure that internal and external customers are provided the Division's services in the most courteous, friendly and facilitatory manner possible.
- Administer, plan, and direct the Division, including business recruitment and retention programs.
- Develop, plan, implement, and manage Division goals, objectives and workplans; assign work activities, projects, and programs; monitor workflows; recommend, administer, review and update administrative practices, procedures and policies.
- Develop, propose and implement services, programs and policies for effective recruitment of new industry, new business, and new investments in the area; propose and develop policies to stimulate expansion of existing industry, existing business, and existing investments in the area.

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Economic Development Director – (continued)

- Network within the business and regional economic development organizations; represent and promote the City through participation on various committees, business round tables, and strategic alliances to develop strong working relationships with key individuals in finance, real estate, development, and business.
- Act as liaison to existing industrial and business land and building owners, developers, marketing firms, financial transportation and utility firms, and Federal, State, regional and county agencies regarding loans, grants, data, and educational resources relating to the economic development program.
- Develop, coordinate, and oversee business and industry research, reports and recommendations activities.
- Select, train, motivate and evaluate subordinate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in planning, community, urban economic development, project management or directly related to the core functions of this position which involved considerable contact with municipal governments, developers, or operations management; including two years of supervisory responsibilities and/or program development.

Education:

Bachelor's degree from an accredited college or university with major course work in public or business administration, urban planning or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

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Competencies:

Interpersonal skills: Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Customer Service: Understand customer needs; provide prompt, efficient and courteous assistance; follow up with customers; and actively look for ways to improve service.

Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

Dependability and Reliability: Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.

Willingness to Learn: Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demands and participates in training to address; and seek constant feedback.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

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Problem Solving and Decision Making: Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit to a solution in a timely manner.

Job Code: 383

Status: FLSA Exempt / Unclassified